



# City Administrator's Weekly Report

Week Ending August 7, 2015

## CITY ADMINISTRATOR UPDATE:

### A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting is:

- Tuesday, August 25, 2015 – City Council Regular Meeting at 6:00 p.m.

### B. Meetings Attended

During the week, I attended and participated in the following meetings:

- Tuesday, August 4<sup>th</sup> – Met with representatives from Freese and Nichols, Inc., regarding a contract for the Wastewater Treatment Plant Expansion, Phase III.
- Tuesday, August 4<sup>th</sup> – Met with Will Collins and his engineer regarding planned City infrastructure improvements on the east side of Castroville.
- Tuesday, August 4<sup>th</sup> – Attended a Special Meeting of City Council (Budget Workshop #3).
- Wednesday, August 5<sup>th</sup> – Met with the Administrative Services Director and Public Works Director and select members of their staff to discuss pay administration and related issues.
- Thursday, August 6<sup>th</sup> – Met with Mayor Jeff Gardner to review the agenda for the August 11th Regular City Council Meeting.
- Thursday, August 6<sup>th</sup> – Met with the City Attorney regarding various legal issues.

### C. Topics of Interest and Update(s)

- ***Airport Runway Extension Project.*** The Contractor has completed the paving for the runway and parallel taxiway extension. The rehabilitation surface course is specified to match the existing pavements, and will be done on or about August 17<sup>th</sup>. The pavement markings will then be installed by August 31<sup>st</sup>. The relocation of the portion of CR4711 affected by the runway extension is complete, except for the installation of traffic signs that will be completed on August 10<sup>th</sup>. Additionally, the concrete apron work for the E-Hangar will commence on August 10<sup>th</sup>, and the Contractor plans to begin the road excavation behind that hangar on August 24<sup>th</sup>.
- ***Airport T-Hangar Leased.*** AFS Training LLC has leased T-Hangar A-1 at the Castroville Municipal Airport. As of this Report, the City has leased all available Commercial Hangars, T-Hangars, Hail Sheds (except T-3) and Terminal Offices. The City presently has eight (8) Commercial Hangars, forty-four (44) T-Hangars, ten (10) Hail Shed (Open Hangars); and six (6) Terminal Office Rooms at the Airport.

- ***Fraudulent Wire Transfer:*** On July 7, 2015, the City Administration filed a Petition for Remission or Mitigation of Forfeiture with the United States Secret Service for \$130,058.55, which represents the monies seized by the Federal Government involving the fraudulent wire transfer incidents in April 2015. The United States Secret Service has acknowledged the City's Petition, and will act upon it once their investigation is complete.
- ***City Investment Policy:*** The City's Investment Policy is routinely reviewed yearly to determine if any changes are necessary, during this period both the Administrative Services Director as well as myself reviewed, and made suggested changes to the Policy. The Amended Investment Policy will be presented to the City Council for consideration, and possible adoption during the budget process.
- ***City Message Board:*** At the request of Mayor Jeff Gardner, the City Administration is researching whether a City Message Board is feasible. As envisioned, the Message Board would be similar to the City of Austin's Message Board, which allows the City Council, and approved staff members, to post information on the Board. The general public would be able to read the posts on the Message Board.
- ***East Side Lift Station:*** KSA Engineering, our engineer for this project, requested authorization to issue Right-of-Entry and limited easement requests. They were given the authorization during this period, and have initiated written communication with the property owners involved along this project.
- ***Wastewater Treatment Plant Expansion:*** Freese and Nichols, Inc., the City's engineer for this project, has completed Phase II, which is design up to twenty-five (25%) percent. The Phase III design, which would involve the remaining design and bid process, has not commenced. However, the City Administration is in talks with FNI about the cost of their services, and the length of time it will take to complete the final design.
- ***CommZoom:*** CommZoom, Castroville's cable provider, has approached the City Administration and expressed an interest in locating a "hut" (25' by 20' structure) on City property, which would allow them to have redundancy between their system here and in Hondo. At present, they are reviewing various municipal properties, and if a suitable site is found, they will approach the City Council about the feasibility of either buying or leasing the property. (According to the City Attorney, if a lease is not feasible, and a sale is the only viable option, the City Council would have to declare the property surplus by resolution. Then, the City would either have to offer the property by public bid or auction for sale unless an exception to the public bid/auction requirement exists. The exceptions are set out in TLGC Section 272.001 (b) (1) through (7).)

## WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***Corner Store:*** The Community Development Director reports that the Contractor is currently performing site work, and has commenced foundation work as well.

(The Corner Store and Security State Bank have agreed to cost share the utility boring under Highway 90, which should occur shortly.)

- ***Whataburger:*** The Community Development Director reports that the consultant for Whataburger has scheduled a meeting with his and Public Works Department staff to discuss platting, utility, and site drainage issues.
- ***Sign Ordinance:*** The Community Development Director reports that he has completed a draft of the Sign Ordinance, and it will be distributed to the City Council on Tuesday, August 11<sup>th</sup>. He anticipates that the draft Ordinance will be placed on the August 25<sup>th</sup> Regular City Council Meeting Agenda.
- ***Vehicle Accident:*** On Monday, August 3<sup>rd</sup>, a Castroville Police Officer was involved in an accident on U.S. Highway 90 and FM 471 North. It was a non-injury accident; but both vehicles did sustain damage. The Police Chief reports that the accident is still under investigation.
- ***London Street:*** The Public Works Director reports that he has contacted two additional contractors to solicit cost estimates for reconstructing the road and addressing the water runoff.
- ***RV Park Wi-Fi:*** The Public Works Director reports that the contractor has completed trimming trees in the RV Park, and now the Park Superintendent and Park Ranger are constructing foundations needed for the new Wi-Fi System. When the foundation work is finished, the Wi-Fi Contractor will install the new system.

#### ATTACHMENTS:

- Freese and Nichols, Inc. Monthly Status Report on the Wastewater Treatment Plant Capacity Expansion Project dated August 3, 2015.
- Weekly Code Violation Report.

# MONTHLY STATUS REPORT



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**PROJECT:** WWTP Capacity Expansion Project **DATE:** 8/3/2015  
**PROJECT NO:** CVL14259  
**TO:** Mark Roath  
**FROM:** Trooper Smith  
**CC:** Larry Heinrich, Coby Gee, Richard Kelley, Rikki Anderson

## SUMMARY OF WORK

- Awaiting approval of Phase 3 Contract – Submitted June 12, 2015

## UPCOMING TASKS, DELIVERABLES AND PROJECT SCHEDULE

- Finalize and execute Phase 3 contract with City – Date TBD

## UPCOMING MEETINGS

- Phase 3 Contract Review Meeting – August 4, 2015

## NEEDS FROM CITY

- Feedback on Phase 3 Contract submitted to City on June 12, 2015.
- Feedback from City on 2<sup>nd</sup> Round of Effluent Line Testing.

CITY OF CASTROVILLE

*Little Alsace*



CASTROVILLE, TEXAS 78009

(830) 931-4090

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## Weekly Code Violation Report

AUGUST 4, 2015 – AUGUST 8, 2015

Number of new Code Violations Located (Total)	4
Junked Vehicles	0
High Weeds/ Grass	3
Trash/ Junk in yard	0
Pole Signs removed/ City signs replaced	0
Number of locations back in compliance	1
Number of letters sent out	0
Number of follow ups to COVs	4
Citations Written	0
Animal Control calls	5
Zoning violations	0

Corporal A. Skolweck #303

DATE